

Professional and Managerial Branch
Fiscal and Tax Administration Group
Fiscal Series

CAPITAL IMPROVEMENTS PROGRAM ADMINISTRATOR

06/03 (JAS)

General Purpose:

Under general direction, as a key Building and Planning Services staff executive, coordinate administration of the City's Capital Improvements Program (CIP) and provide expert advice to top management on allied non-engineering issues.

Typical Duties:

Plan, organize, develop, implement, oversee and review a Citywide CIP to budget and schedule projects for systematic construction, maintenance, upgrading and replacement of public buildings, transportation facilities and other fixed City physical assets as well as for execution environmental protection initiatives. Involves: Establish and oversee an administrative management team, and advisory committees, consisting of functionally interested department heads and other professional staff. Identify program operational objectives. Formulate project request evaluation criteria. Solicit project proposals. Rank merits and priorities, estimate costs, and select projects within limits of available funds. Identify and recommend alternative financing mechanisms for contemplated projects. Monitor and coordinate additions, deletions and modifications to project proposals and work in progress. Draft authorizations to initiate projects, release projects funds according to annual and multi-year schedules, distribute forms and supporting documents, and forward approved change orders for issuance. Arrange for guidance or action from higher level executives on unprecedented problems or deviations from City-wide policies or practices, or from qualified engineering professionals on complex technical problems or questions. Confer with engineering and maintenance personnel and consultants to assess conditions of facilities and operating life of equipment, propose timing of building and capital improvement projects to optimize labor and materials allocation and usage, and minimize operating costs and disruption of work of facility occupants. Compile and analyze results, cost and personnel statistics. Represent City interests when conferring with and presenting CIP to department heads, public officials of other cities, counties, states, federal agencies, public utilities and regional jurisdictions, business organizations and civic groups in collaboration with personnel accountable for providing in depth explanations of technological issues to facilitate understanding of program nature, goals, process, projects, and administrative and fiscal issues. Maintain summary CIP documentation for publication.

Plan, organize, develop, implement, oversee and review processes to provide for availability, disbursement and expenditures of bond, grant, matching funds and other revenue for planning, design, construction and allied multi-department and interagency projects. Involves: Collaborate with City financial and funding organizations to devise and integrate fiscal procedures that conform to accepted policies and standards. Write grant proposals, program objectives, funding positions statements and master plans. Verify funding for project scope changes during design phases. Analyze bond sales, appropriations, changes and transactions. Journalize charges, balance and reconcile financial accounts. Audit project costs and schedules for adherence to funding and completion requirements. Assess impact of estimate variations and recommend remedial administrative action to City officials, other jurisdictions, and funding or regulatory agencies. Examine, consolidate and coordinate operating and capital budget requests. Check bid advertisements for consistency with fiscal and administrative provisions of construction or other contracts to be awarded and open bids for patterns impacting cost estimates, and recommend contingency funding if necessary. Participate in contract negotiations as authorized. Arrange for, review and advise on annual Building and Planning Services funding requests and administration of adopted budgets. Approve expenditures and requisitions for tools, equipment, supplies and outside temporary services as authorized.

Act for the own supervisor on day-to-day interdepartmental personnel and other general administrative matters, and establish, direct and control designated Building and Planning Services functions, as delegated. Involves: Serve on or chair committees and task forces to evaluate status and progress of current operations and services, recommend new or changes in long and short range plans, and identify and forecast needs for human, financial and physical resources. Meet with representatives, effectively defining, publishing and enforcing policies, methods and standards. Ensure internal and external complaints and suggestions are processed expeditiously and satisfactorily. Draft resolutions and other official documents. Ensure mutual compliance with performance terms and conditions of contracts and grants.

Supervise a small support group of assigned non-supervisory professional and administrative employees. Involves: Assign duties, issue written and oral instructions and check work for exactness, neatness, and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances at first step. Recommend personnel status, organization structure and job design changes. Interview applicants.

Perform miscellaneous related managerial and administrative duties as required. Involves: Substitute as qualified for subordinates during temporary absences to maintain continuity of normal services. Conduct special studies. Serve on ad hoc committees and represent the City on various Boards as delegated.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of public sector accounting and budgeting principles and standards.
- Good knowledge of municipal or comparable capital projects services and operations.
- Considerable knowledge of managerial, personnel and administrative practices and procedures.
- Good knowledge of automated financial management information systems.
- Good knowledge of customer service and safety programs.
- Ability to exercise initiative and resourcefulness to independently determine approaches and devise methods to attain general administrative goals of a department group within broad municipal policies.
- Ability to analyze numerous concrete and abstract factors, and exercise judgment in weighing suitability and effects of alternatives to make decisions or solve problems pertaining to non-engineering CIP administrative matters of considerable complexity under unusual circumstances.
- Ability to coordinate or engage in consolidating, preparing, presenting, implementing and controlling in depth multi-department operating and capital budgets, financial and economic analyses and reports, project funding schedules, related accounts and records, and administrative policies and procedures.
- Ability to establish and maintain effective working relationships involving persuasive dealings with fellow employees, executives, consultants, contractors, elected officials and the public, and firmly and impartially exercise supervisory authority over assigned subordinates.
- Skill in safe operation and care of motor vehicle, personal computer and peripherals including installed generic and specialized software.

Other Job Characteristics:

- Occasionally drive automobile through city traffic.

Minimum Qualifications:

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business or Public Administration, Engineering or related field, plus eight (8) years professional, managerial or administrative experience dealing with preparation and fiscal oversight of operating budgets or capital improvement and acquisition projects.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements

- Subject to on-call during non-working hours.

Human Resources Director

Department Head